

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

April 22, 2010

PRESENT: Libbie Miller, Keith Pamperin, Donajane Brasch, Grace Aanonsen, Bill Clancy,

EXCUSED: Patricia Finder-Stone, Steve Daniels, Pat Cochran, Judy Parrish, Tom Diedrick

ALSO PRESENT: Sunny Archambault, Arlene Westphal, Devon Christian, Debra Bowers, Laurie Ropson, Diana Brown, Steve Maricque, Tina Whetung

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: Introductions were made by Board Members and those present.

Due to the lack of a quorum at 8:30 a.m., informational items requiring no action were presented.

REPORT FROM THE QUALITY/OUTREACH COORDINATOR: Ms. Ropson explained that two of her major responsibilities include marketing and quality assurance—both of which are required in our ADRC contract with the state. Because of our very limited marketing budget, our marketing plan relies heavily on staff participation in community events, presentations, and representation on committees related to our work. In addition, we advertise in the quarterly Senior Edition of the Press Gazette and have been featured in many newspaper articles over this last year.

As part of quality monitoring and assurance, Ms. Ropson stated that we need to collect detailed information on each call and consumer. We have multiple software programs that we are required to use by our funding sources and it is challenging to pull data from each source in order to provide comprehensive information about our consumers and services. The state is working on a way to make these programs more compatible.

Information we do have tells us who is calling and how callers hear about us. Statistics show that 22% of our calls are from professionals, 39% from family and friends and 39% are from consumers themselves. Statistics also show that 64% of our clients have called us before. The other major referral services include professionals (17%), friend or family (10%), and other ADRC staff (7%).

A system is in place to survey ADRC consumers randomly twice a year to collect information on their satisfaction with our services. Ms. Ropson distributed a summary of survey responses noting that we had received very positive responses.

Ms. Ropson also reviewed the In-Home Worker Program and explained the process used to screen workers for this program. Ms. Christianson, Assistant Director of the ADRC, explained that the In-Home Worker Program is not designed to take the place of home care agencies but to fill the gap for many of our clients who cannot afford the cost of those agencies.

Ms. Brasch arrived during report. Board members voted by consensus to conduct business as usual and have Chairperson Diedrick review all business transactions. Vice-Chairperson Pamperin called the meeting to order at 9:15 a.m.

ADOPTION OF AGENDA: Ms. Archambault requested to delete agenda items 4-C, Update on solar water and electric options, and 4-D, Approval to proceed with digital HVAC controls.

A motion was made by Ms. Miller and seconded by Ms. Brasch to adopt the April 22, 2010 agenda with the above noted deletions. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 25, 2010:

Sup. Clancy moved and Ms. Miller seconded to approve the minutes of the regular meeting of March 25, 2010. **MOTION CARRIED.**

FINANCIAL REPORT:

A. APPROVAL OF THE MARCH 2010 FINANCE REPORT: Ms. Archambault reported that revenues and expenses remain on target.

Ms. Aanonsen moved and Ms. Miller seconded to approve the March 2010 Finance Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: Board members reviewed the restricted donation of \$645 in memory of Judy Boucher for Home-Delivered Meals.

Ms. Brasch moved and Ms. Miller seconded to approve the Restricted Donations. **MOTION CARRIED.**

C. APPROVAL TO CONTRACT FOR HOMEBOUND MEAL CONTAINERS: Ms. Archambault explained that the Nutrition Program uses approximately 7,300 meal trays a month for the Home Bound Meal Program. She demonstrated the current meal tray and explained that it is made of aluminum which is not environmentally friendly, has sharp edges and is not microwavable making re-heating food difficult for consumers. The cost of this tray is \$.19 each. Ms. Archambault introduced a new tray which is environmentally sustainable, easy for consumers to open, more effective at maintaining the required food temperatures, and is both microwavable and oven safe. She distributed a handout with proposals from three different vendors with the lowest bid coming from Oliver at \$.196 per tray.

Sup. Clancy moved and Ms. Miller seconded to approve to contract with Oliver's proposal for the environmentally sustainable homebound meal container product. **MOTION CARRIED.**

RETIREMENT FUND:

A. RESOLUTION TO AMEND THE EMPLOYEE RETIREMENT PLAN TO COMPLY WITH THE ECONOMIC GROWTH AND TAX RELIEF RECONCILIATION ACT: Ms. Archambault explained that new federal regulations require an amendment to our pension plan. Mutual of America has prepared this resolution to address these changes which requires board approval.

Sup. Clancy moved and Ms. Aanonsen seconded to approve the resolution to amend the employee retirement plan to comply with the economic growth and tax relief reconciliation act.

B. APPROVAL FOR DIRECTOR TO REDESIGN RETIREMENT PLANS FROM TWO PLANS TO ONE:

C. APPROVAL FOR DIRECTOR TO END THE TWO CURRENT RETIREMENT PLANS EFFECTIVE JUNE 30, 2010 AND TO BEGIN THE 403(b) THRIFT PLAN JULY 1, 2010:

Ms. Archambault stated that two pension plans are available for ADRC employees. The Flexible Annuity Plan is the pension plan provided by the agency. The Tax-Deferred Annuity allows employees to contribute to a separate pension plan. Right now, Mutual of America does not charge any administrative fees because the totals of these plans together are over a specific amount. However, later this year, Mutual of America will be looking at the totals in each plan separately which will result in the agency paying administrative costs. They are recommending that we end both plans and combine into one plan called the Thrift Plan which will eliminate these costs. This action will not result in any changes to the employer's plan or the employee's ability to contribute and choose investment options. It would, however, allow the employee to take their money out of the accounts at the time of this change. This would result in both a tax implication and a substantial penalty for the employee. If the

board approves these resolutions, Mutual of America staff will meet with each staff member to explain these consequences. Ms. Archambault is requesting board approval of these two resolutions to prevent the agency from having to pay administrative fees.

Ms. Brasch moved and Ms. Miller seconded to approve the resolution for the director to redesign the current retirement plans from two plans to one plan and to report back to the board on the final plan.
Agenda Item Retirement Fund - B. - MOTION CARRIED.

Sup. Clancy moved and Ms. Brasch seconded to approve the resolution for the director to end the two current plans effective June 30, 2010 and to begin the Thrift Plan July 1, 2010. **Agenda item Retirement Fund - C. - MOTION CARRIED.**

REVIEW OF 2009 COLLABORATIVE COMMUNITY REPORT: Ms. Christianson presented the 2009 Collaborative Community Report which reflects the efforts of United Way's 211, Crisis Center and the ADRC to collect and share call data. This report shows patterns of need in Brown County and provides policy makers and the public information on potential service gaps which can be used to mobilize change.

Ms. Christianson reviewed the different roles of each agency:

- United Way's 2-1-1's "Get Connected, Get Answers" service helps people to navigate the maze of human service resources;
- The Crisis Center provides short-term crisis intervention services and works closely with community service providers such as therapists, psychiatrists and physicians to ensure continuity of care;
- The Aging & Disability Resource Center offers older adults and adults with disabilities who have long term care needs in-depth evaluations, options counseling, information, assistance, and decision support to help consumers remain as independent as possible.

These three agencies also meet once a month to discuss and review the types of calls they receive, data elements, contacts, referrals and unmet need information. They are currently developing a handbook which will include inclusion and exclusion database policies to assure data is collected and entered consistently.

In summary, Ms. Christianson briefly reviewed the 2009 Contacts Report tracking total contacts, the type of contacts, who they are serving, the age group served and the urgency of the contact. Ms. Christianson suggested that a representative from United Way 211 and the Family Services Crisis Center attend a future board meeting to offer more information regarding their role in this collaboration.

UPDATE FROM AMERICAN RED CROSS: Mr. Maricque, of American Red Cross, expressed his appreciation to the ADRC for its continued support. He gave a brief summary of the Red Cross Transportation Department noting that they currently serve 2,750 people: 2,300 riders are over the age of 60 and the remaining riders have a disability. At present, volunteer drivers operate two shifts a day. Red Cross maintains 24 vehicles in Brown County -12 are wheel chair accessible. They also work collaboratively with N.E.W. Curative to provide rides to adult day care programs.

LEGISLATIVE UPDATE: No report.

DIRECTOR'S REPORT: Ms. Archambault distributed the 2011 Administrative Budget Workplan and reviewed the budget deadlines we will need to meet. She stated that our 2010 budget is around 4.5 million and county levy totals \$918,000 of this amount.

ANNOUNCEMENTS: The following announcements were made:

- Mr. Pamperin congratulated Ms. Archambault on receiving the "Community Achievement Award" from N.E. W. Curative on Monday, April 19th.
- Ms. Brown announced that UW Green Bay will be naming their new dormitory "Keith A. Pamperin Hall" and Mr. Pamperin was congratulated for this honor.

- Mr. Pamperin announced that UW Green Bay has awarded Pat Finder-Stone the "Distinguished Alumni Award".

NEXT MEETING DATE – May 27, 2010: Ms. Brown extended an invitation to hold the May 27th board meeting at the Cloud Family Center at 1538 Western Avenue, Green Bay. The board accepted the invitation.

ADJOURN: Ms. Anonsen moved to adjourn and Ms. Miller seconded. **MOTION CARRIED.** The meeting adjourned at 10:23 a.m.

Respectfully submitted,

Arlene Westphal

Arlene Westphal, Secretary *SA*